



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

January 29, 2009

Daniel Hong, Deputy General Manager  
Korea Radio, Inc. /dba Radio Korea, Inc.  
3700 Wilshire Blvd., Suite 1020  
Los Angeles, CA 90010

Dear Mr. Kim:

**RE: FINAL MONITORING VISIT REPORT RADIO KOREA, INC. (Radio Korea) – ET07-0238**

<b>Date of the Visit:</b>	12/16/08
<b>Beginning/Ending Time:</b>	9:30 a.m. – 11:30 a.m.
<b>Date of Last Visit:</b>	6/12/08
<b>Visit Location:</b>	3700 Wilshire Blvd., Suite 670 Los Angeles, CA 90010
<b>Persons in attendance:</b>	Daniel Hong, Deputy General Manager, Radio Korea; Lisa Jee, Ph.D., Executive Director, ATI College; Marissa Tolentino, ETP
<b>Action Required:</b>	Yes

## CONTRACT INFORMATION:

<b>Term of Agreement:</b>	12/30/06 – 12/29/08	<b>Agreement Amount:</b>	\$399,360
<b>Type of Trainee:</b>	Retrainee	<b>No. to Retain:</b>	96
<b>Training Start Date:</b>	1/8/07	<b>Range of Hours:</b>	24 - 200
<b>Date Training must be completed:</b>	9/30/08	<b>Weighted Ave. Hours:</b>	160

## FINAL REPORT SUMMARY:

The Agreement was executed on February 12, 2007 and training began on January 8, 2007. Your staff reported that all training was completed on September 11, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – December 29, 2008.

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

ETP approved one Agreement Modification on July 10, 2007, which reduced the minimum number of class/lab hours required from 60 to 24 and revised Exhibit B to indicate that "Only trainees with management or supervision roles will receive Management Skills training."

You indicated that you have replaced Edwin Kim as the Agreement signatory since Mr. Kim left Radio Korea on October 1, 2008. You stated that although you received 24 hours of ETP training you were not involved in the administration of the Training Program. Therefore, you could not comment on Radio Korea's ETP performance.

Prior Monitoring Visit reports indicate that ETP training was not provided from February to June 2007 because you acquired a radio station requiring employees to focus in this new business venture. Records show that in 2008, you conducted only three training classes in April and September. Mr. Kim reported that the new acquisition continued to affect ETP training because time was spent on business demands.

Ms. Jee provided Ms. Tolentino with projected statistics for the closeout of the Agreement. According to your records, you expect to complete a total of 34 (35% percent of planned retentions) trainees for a total reimbursement of \$28,496 (7% of the encumbered amount). The Agreement is based on a variable reimbursement training plan. Radio Korea is reimbursed for the exact number of training hours provided to each trainee completing between 24 to 200 hours of Class/Lab training.

The ETP Class/Lab Tracking Report shows that you have delivered 1,096 class/lab training hours for 34 trainees who meet the minimum hours. Assuming all other Agreement requirements are met, Radio Korea would earn approximately \$28,496 of the total ETP Agreement amount of \$399,360.

Since you have been paid \$82,160 to date, you will have an overpayment of \$53,664 which will be handled at the fiscal closeout of this Agreement. Ms. Tolentino informed you that you must return to ETP all unearned monies under this Agreement with statutory interest computed from the first day of the month following the date the funds are received (Reference: Item 6, page 5 of the Terms and Conditions).

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Started Training:	87	Completed Training:	34
Dropped Following Enrollment:	53	Completed Retention:	34
Completed Minimum Hours for reimbursement:	34	In Retention Period:	0

According to Ms. Jee the information found on the ETP Contract Status Report is in Agreement with your statistics.

**ATTENDANCE ROSTERS:**

During this visit, Ms. Tolentino reviewed attendance records of 12 Job 1 trainees covering the period January 8, 2007 through September 11, 2008. The Analyst found a discrepancy on Young Jun Kim's training hours. The ETP Tracking Report shows Young Jun Kim attending training on September 10 and 11, 2008. However, Rosters do not show him in attendance. Ms. Jee indicated that it was entered on the system inadvertently and she deleted the training hours for those days on the Tracking System during this visit.

At the last Monitoring Visit, the Analyst found Rosters which exceeded the trainer to trainee ratio (1:20) for class/lab training. Mr. Kim indicated that on June 22, 2007, July 11, 2007 and August 9, 2007 only one trainer signed the Roster, however, there were two trainers available during training. Ms. Jee provided a copy of Radio Korea Media Group's 2007 and 2008 training schedule which indicates that there were two trainers on July 11, 2007 and August 9, 2007. However, the training schedule only shows one trainer on June 22, 2007.

During this visit, Rosters show two trainer signatures for the above training classes. When asked by the Analyst for additional documentation to substantiate delivery of training, you indicated that the trainers on July 11 and August 9, 2007 are no longer with Radio Korea therefore, it would be difficult to get additional documentation for these dates. You requested ETP to accept the training schedule previously submitted to ETP as sufficient documentation substantiating the presence of two trainers on July 11 and August 9, 2007.

For trainer attendance on June 22, 2007, you indicated that you remember attending this class because it was one of your first training in the company and you confirmed that two IT employees were the trainers on that day. On January 14, 2009, you provided Ms. Tolentino a copy of the Outlook Calendar and personal organizer on Kihyun Shin, the second trainer who initially failed to sign the Roster on June 22, 2007.

Ms. Tolentino advised you that in the event of an audit, these records will be reviewed further by ETP's Audit Unit for appropriateness. In addition, you should verify that all your records are in conformance with ETP requirements. [Reference: Title 22 California Code of Regulations, Section 4442 (b)]

### **INVOICES:**

During this visit, the Analyst advised you to submit the final invoice as soon as possible to determine the amount of your overpayment with interest. However, when Ms. Jee attempted to submit the final invoice via the ETP Online System, the system did not allow her to complete one. Ms. Tolentino agreed to discuss the final invoice with ETP's Fiscal Unit.

On January 12, 2009, Ms. Tolentino advised you and Ms. Jee that the system has been fixed to allow you to process the final invoice.

### **AUDIT:**

Radio Korea will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at [MTolentino@etp.ca.gov](mailto:MTolentino@etp.ca.gov) within ten (10) working days from the receipt of this letter.

Sincerely,

**Signature on file**

---

Dolores Kendrick, Manager  
North Hollywood Regional Office

**Signature on file**

---

Marissa Tolentino, Contract Analyst  
North Hollywood Regional Office

cc: Lisa Jee, ATI College (via e-mail)  
Brian McMahon, Executive Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor: 01/30/09